



DMAT Safer Recruitment Guidelines

DMAT is a responsible employer and as a Trust is committed to ensuring that all staff employed within the Trust have been properly vetted, **before** any employment commences. These guidelines are subject to change/alteration as dictated by legislative changes. All schools within DMAT adopt this common policy.

Reference in these guidelines have been made in conjunction with the statutory requirements set out in the Department for Education (DfE) "[Keeping Children Safe in Education](#)". These guidelines also comply with the Equality Act 2010. Having effective safer recruitment practices will help deter, reject or identify people who might pose a risk to children. These guidelines will illustrate all safer recruitment practices that should be implemented (where appropriate) at each stage of the recruitment and selection process.

Advertising the Post

The Trust will ensure that the Executive Headteacher/CEO/Head of School/Headteacher and Director of HR have undertaken safer recruitment training and have reviewed all material relating to the advertising of any position within the Trust.

Any vacant position will normally be advertised via the appropriate channels to ensure the most appropriate field of applicants is obtained.

All advertisements will have the following statement about safeguarding children and young people and the requirement to have a DBS check:

'Durrington Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.'

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English (or English or Welsh in Wales). For example, a teaching assistant required to communicate with pupils to support their learning, would be viewed as operating in a public-facing role. Adverts and job descriptions should make clear the necessary standard of spoken English or Welsh required for the role.

If an applicant makes the Trust aware, at any stage of the recruitment process, that they have a disability then reasonable adjustments must be considered to ensure the applicant is not disadvantaged by the process.

Application Form

An application form must be completed in full by all those that are interested in the vacancy. Application forms will be used to enable all potential applicants to provide a common set of core data as follows:

- Name, address, National Insurance number and confirmation of right to work in the UK
- Full details of qualifications relevant to the position applied for including awarding body and date of award
- Full history in chronological order showing employment, study, voluntary work, with explanations for any periods not covered, and reasons for leaving employment.
- Details of referees
- A statement from the applicant of their personal qualities and experience, which they believe, meets the person specification and requirements set out in the application pack.
- All candidates must complete the application form in full together with the Equal Opportunities monitoring form. There is a statement on this form explaining that the post is exempt from the Rehabilitation of Offenders Act 1974, requiring a signed statement that the individual is not disqualified from work with children or subject to sanctions imposed by a regulatory body, and either has no sanctions, cautions or bind-overs, or has attached details of their record in a sealed envelope marked confidential.
- Application forms will be carefully scrutinised upon receipt in order to identify any anomalies or areas of concern, which need to be followed up at interview. This will include any gaps in service or mid-career moves from permanent to supply or temporary work. The Equal Opportunities form will be removed before selection and retained by the HR department for information and if successful at interview, the information will be collated and reported in the Trust's equality audit.

References

References are an important part of the Safer Recruitment process. Two references will be sought for **all** shortlisted candidates, and must include one reference from their most recent employer. All references received by the school at this stage must be signed or countersigned by the Headteacher if the last employment was in a school. These will be scrutinised to identify any gaps or contradictions, which will **then be explored at interview**.

Interview

All interviews will be on a face to face basis (wherever possible), and the same panel will see all candidates and complete the appropriate pre-employment checks. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore whether the chosen applicant can meet the essential criteria. The panel will then explore any anomalies or gaps in

employment history which have been identified so far, in order to satisfy themselves that the individual meets the safeguarding criteria. All those involved in interviewing must be properly prepared to undertake the role, which may involve appropriate interview training. At least one person on the interview panel will have passed the appropriate safer recruitment training.

Pre- Employment Checks (Post Interview)

An offer of appointment to the successful applicant will be conditional upon the following:

- (a) receipt of at least two satisfactory written references (one of which must be their current or most recent employer)
- (b) verification of the applicant's identity, preferably from current photographic ID and proof of address
- (c) verification of the applicant's medical fitness
- (d) verification of qualifications where relevant
- (e) verification of professional status where applicable. For teachers, this will include checking that the individual has the required teaching qualification and has successfully completed any statutory induction, if required, through the Teacher Services System
- (f) satisfactory enhanced DBS check
- (g) for management positions (Applicable to governors/trustees, Headteachers, members of the Senior Leadership Team and departmental heads only), verification that they are not subject to a section 128 direction by checking the Teacher Services System.
- (h) for teachers and other employees who hold QTS who are working in non-teaching roles, verification that they are not subject to a prohibition order by checking the Teacher Services System
- (i) for teachers, satisfactory check of the 'Teachers sanctioned in other EEA member states' list to determine any restrictions/sanctions that have been imposed in other EEA member states, through the Teacher Services System.
- (j) a clear children's barred list check (except supervised volunteers)
- (k) verification of right to work in the United Kingdom
- (l) any further checks where the applicant has lived or work outside of the UK including receipt of criminal record information from overseas

All checks must be confirmed in writing, retained on the personnel file and recorded in the single central record (SCR).

Induction (Post Employment)

All members of staff will be given an induction programme which will clearly identify the individual school and Trust policies and procedures, including child protection, and make clear the expectations and codes of conduct which will govern how staff carry out their roles. This will give the opportunity to provide discussion of any relevant issues. The programme will ensure that all new staff are aware of the following policies and procedures and how to access them:

- Safeguarding and welfare e.g. child protection, anti-bullying, anti-discrimination, physical intervention/restraint, intimate care, internet safety

All policies are made available to staff on a shared T drive clearly marked HR and finance. Any urgent notices will be displayed on the HR notice board in the staffroom and added to the staff bulletin for information.

On-going Employment (Post Employment)

The Trust recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The Trust will therefore provide on-going training and support for all staff, as identified through the annual appraisal system.

Convictions during employment

Once an appointment has been confirmed, there is a contractual requirement for the person appointed to disclose any offence committed during their employment. An employee convicted of a crime, or who receives a police caution, whilst in employment should advise the Executive Headteacher/Headteacher or Director of HR in the first instance. Where an employee is convicted of a crime, or receives a police caution, but fails to advise his/her line manager, it will be viewed as a breach of contract and could result in disciplinary action, including potential dismissal.

The Trust reserves the right to amend these guidelines in accordance with legislative changes.

Reviewed March 2019